LENAPE TECHNICAL SCHOOL

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EMPLOYMENT OF ADMINISTRATIVE DIRECTOR

ADOPTED: February 16, 2006

REVISED: December 17, 2015
January 18, 2018

302. EMPLOYMENT OF ADMINISTRATIVE DIRECTOR

1. Purpose
24 P.S. 1850.1

The Joint Operating Committee places the primary responsibility and authority for the administration of this school in the Administrative Director. Therefore, selection of an Administrative Director is critical to the effective leadership and management of the school.

2. Authority
24 P.S. 1850.1

When the position of Administrative Director becomes vacant, the Joint Operating Committee shall elect an Administrative Director by a majority vote of all members of the Joint Operating Committee and shall set the compensation.

3. Guidelines

Recruitment and Assessment of Candidates

The Joint Operating Committee shall actively seek candidates who meet the qualifications for the position of the Administrative Director. It may be aided in this task by

1. A committee of Joint Operating Committee members and/or
2. The Chief School Administrator
3. The current Administrative Director.

When undertaking a search to fill the position of Administrative Director, recruitment procedures shall be prepared and may include the following:

42 U.S.C.
Sec. 12101 et seq

1. Preparation of a job description for the position, written in accordance with the requirements federal and state of laws and regulations.

24 P.S. 1804
22 PA CODE 49.163

2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.

3. Preparation of informative material describing the school, its educational goals and technical programs, and the position of Administrative Director.

	4. Opportunity for selected applicants to visit the school and meet with staff and other designated stakeholders, at the Joint Operating Committee's invitation. Recruitment, screening and evaluation of candidates shall be conducted in accordance with Joint Operating Committee policy, Joint Operating Committee established leadership criteria, and state and federal law. The Joint Operating Committee shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the school. A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee. <u>Pre-Employment Requirements</u>
24 P.S. 111.1	The school shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The school may use the information for the purpose of evaluation an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.
24 P.S. 111 24 P.S. 111.1 23 Pa. C.S.A. 6344	A candidate shall not be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse, including the completion of the Pennsylvania Department of Education ("PDE") standardized arrest/conviction reporting form, and the school has evaluated the results of that screening process.
24 P.S. 111 24 P.S. 111.1	Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution. Pursuant to the Public School Code, an Administrative Director is a tenured, professional employee~~s~~. An individual shall not be employed as Administrative Director unless the person has either signed an employment contract or has been employed by a Joint Operating Committee resolution; either of which may include:
SC 1850.1	1. Salary that shall be paid and the intervals at which it shall be paid. 2. Benefits to which the employee is entitled.

24 P.S.1418 28 PA CODE 23.43-45 42 U.S.C. 12101 et seq	3. Statement of mutually agreeable evaluation procedures. 4. Procedures for resolving misunderstandings or disagreements. After receiving a conditional offer of employment but prior to beginning employment, the candidate shall under go any medical examination required by law and as the Joint Operating Committee may require at the candidate's expense.